

DEC 22 1954

MEMORANDUM FOR: Special Assistant to the Deputy Director (Administration)  
ATTENTION : Mr. 25X1A9a  
FROM : Chief, Space, Maintenance and Facilities Branch  
SUBJECT : Replacement of Venetian Blinds - 25X1A6a  
Buildings

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1. In connection with our recent conversation concerning the replacement of venetian blinds for windows in the Buildings the following is noted for the information of the DDA.

Venetian blinds presently provided for the majority of windows in subject buildings were installed at the time these buildings were initially occupied by the Public Health Service some years ago. The Public Buildings Service considers this type of venetian blind to be non-standard, and replacement parts are not readily available through Federal supply sources. A considerable number of these blinds now require a complete overhaul. New standard type blinds, which are suitable for Monumental type structures, can be obtained and installed for considerable less than the cost of replacement parts required for approximately one-third of the presently installed blinds.

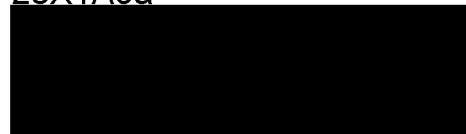
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2. As a result of the many requests made to the Public Buildings Service by this Office, they have finally consented to completely replace the existing wooden slat, metal tape blinds in Buildings with new metal slat, fabric tape blinds. Completion of their installation is expected to be well in advance of the DCI move to Building.

3. Although such replacement of building equipment is a normally expected function of the Public Buildings Service, this and many other non-reimbursable services are obtainable only after much insistence on the part of the occupying Agency.

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